

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

17 June 2014

Agenda Item 7.1	Positive Ageing Advisory Committee - Amendment to Terms of Reference and Appointment of New Members	
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**GREATER SHEPPARTON CITY COUNCIL
POSITIVE AGEING ADVISORY COMMITTEE (PAAC)
TERMS OF REFERENCE**

Adopted by Resolution of Council May 2014

For Review February 2015

Purpose

The Greater Shepparton Positive Ageing Advisory Committee will advise Council with recommendations that ensure the needs of older people are met in our community.

1. Role of the Greater Shepparton Positive Ageing Advisory Committee

- a. Act as an advisory committee to Council on the needs of older people in our community.
- b. Promote community participation in and awareness of older person's issues within the municipality.
- c. Provide:
 - i. an advocacy role in positive ageing matters within the municipality and Council,
 - ii. advice on best practice in the management of positive ageing and its applicability to the municipality,
 - iii. advice and recommendations on proposals related to older people when referred or brought to the Committee / Council,
 - iv. advice and recommendations to Council on policy matters relating to older people including but not limited to, the Greater Shepparton Positive Ageing Strategy.
- d. Make recommendations to Council about further work required to identify, document and promote inclusion of older people in the City of Greater Shepparton.
- e. Provide advice on recommendations for nominations of local, state, national or international positive ageing significance, including the World Health Organisation.
- f. Assist Council in sourcing external funding opportunities to further positive ageing awareness, promotion, management and education.
- g. Ensure there are consultation and participation mechanisms in place for older people, their families, carers, advocates and service providers, to enable meaningful input into Greater Shepparton City Council's service planning and policy development.
- h. Work in partnership with Council and community towards acknowledging and valuing older people.
- i. Inform and educate Council and community about issues for older people, their families, carers and others.
- j. Provide advice and assistance to Council to ensure all capital works and services are accessible and inclusive of seniors by working in partnership with key advisory groups.

The Committee does not act as an internal referral body to assess/comment upon applications. This stipulation does not limit or prevent individual members of the Committee from making submissions, objections or appeals to current applications or proposals being assessed by Council.

2. Committee Membership

The PAAC membership will not exceed sixteen people

- a. It is desirable that the composition and categories of the Greater Shepparton City Council PAAC membership reflect our diverse community and be supported by two Council officers including:
 - i. Access and Inclusion Officer
 - ii. Senior Council Officer
- b. Whilst support members will not have voting rights (including motions) and are intended to act in a resource and advisory role only, they will have an obligation to ensure that a record of assembly is submitted for all meetings at which a Councillor is in attendance to Council in accordance with clause 9 of this Terms of Reference.
- c. The categories included should reflect representation from the following areas:
 - i. Council nominated councillor (x 1)
 - ii. Nominated representatives (maximum of 14)
 - iii. Community Aged/Industry Service Providers (minimum x1)
- d. The incumbent PAAC will endeavour to ensure the Advisory Committee make up is inclusive of people aged 55 and over who demonstrate diversity and vision for the entire municipality.
- e. Council will provide appropriate officers to support the PAAC as the need arises and within the scope of the role of the Committee. Examples of this in practice could include conducting master classes to provide for capacity building within the Committee, and updating the Committee on projects and activities within Council that may be of interest or have a bearing on the Committee's role and/or activities.

3. Committee Meeting Procedure

- a. The position of Chairperson and Deputy Chairperson will be elected by the Committee for the duration of a 3 month term.
- b. If the Chairperson is not present at a Committee meeting, the Deputy Chairperson must preside. Where the Chairperson and Deputy Chairperson are both absent the members must appoint an Acting Chairperson for that meeting. Appointment of the Acting Chairperson will be done by way of a vote of the committee members present at the meeting.
- c. The Committee's position on any issue under consideration will be made upon a majority vote by members present or when determined by the Committee by proxy. When a motion is put to a vote and the vote is tied, all endeavours will be made for the group to reach a consensus. However should consensus not be achieved, the Chair will have the casting vote.
- d. The Committee shall have a quorum which is equal to one-half or, where one-half is not a whole number, one-half plus one of the total number of Committee members.
- e. When the Committee's business involves matters in which one or more members have a conflict of interest, or when their presence may inhibit full discussion, those members should withdraw from that portion of the meeting.
- f. The Committee shall meet at least every month or as otherwise determined by the Committee. The frequency of any Sub-Committee meetings will be determined by the Chairperson of each Sub-Committee.
- g. The role of Chair will be rotated amongst PAAC members on a three monthly basis. The Deputy Chairperson position will also be rotated every three months.
- h. The Committee will meet monthly on the second Friday from 12 noon until 2pm and additional meetings will be held at the request of members.
- i. Meetings will be held for a pre-determined period of not more than two hours.

- j. Motions cannot be adopted if a quorum does not exist. The quorum is determined by the minimum of eight voting members.
- k. In the event of the quorum not being reached, the meeting can be held if five members are present. A record of this meeting will be taken and can be confirmed at the following meeting.
- l. Appointed members will attend an orientation/induction process organised and delivered by Council Officers.
- m. The location of meetings ensures that the Committee is accessible to all residents of the City of Greater Shepparton.
- n. Length of membership will be three years from the date of appointment.

Meeting structure, agenda and minute formats should meet the needs of the Committee, while ensuring consistency, completeness and accountability. It is recommended that any meeting minutes briefly outline the content of each of the items listed on the agenda, including actions taken and recommendations.

4. Committee Conduct Principles

Committee members are expected to:

- a. actively participate in Committee discussions and offer their opinions and views,
- b. treat all persons with respect and have due regard to the opinions, rights and responsibilities of others,
- c. act with integrity,
- d. attend each meeting where practical, and
- e. avoid conflicts of interest and the releasing of confidential information.

5. Communicating with Council:

- a. The nominated Councillor will provide Council with briefings regarding the activities of the PAAC.
- b. Council staff member will keep Councillors informed on older people via the appropriate Council channels.
- c. PAAC will provide an annual report and briefing to Council's Executive and Councillors in August.
- d. Any issue on which the Committee requests Council advice or information will be communicated through the Manager of Neighbourhoods and/or the Chief Executive Officer.
- e. Members of the PAAC should abide by the principles of the Local Government Privacy Guide - Greater Shepparton City Council.

6. Protocol for meeting with community members

- a. The PAAC role is to hear the issues raised and advise the community member/s that there is no capacity for an individual Committee member to take action on the issues and that it is not possible to provide an immediate response.
- b. Casual Vacancies – Casual vacancies will be filled by application or co-option at the recommendation of a Committee member and with approval at a Committee meeting. Any appointments (including co-opt appointments) will not be officially appointed until such time as they are appointed by Council resolution.
- c. Subcommittees may be formed to work on specific items or issues that will then be fed back to the main group for advisement.

7. Attendance at meetings

If a Committee member requires extended leave, they may submit this request in writing to the Committee prior to leave. If a Committee Member is absent for three meetings without an apology, a letter will be forwarded from the Chairperson outlining the PAAC Terms of Reference and asking for clarification of the situation.

8. Responsibilities

Represent Council and participate in media that positively promotes ageing and the PAAC.

9. Assemblies of Councillors requirements

In accordance with section 80A of the *Local Government Act 1989* an Assemblies of Councillors record shall be kept for any meeting of the Committee which has at least one Councillor in attendance. A copy of the Assemblies of Councillors record must be submitted to Council within 14 days of the date of the meeting for inclusion in the next Council Meeting Agenda and Minutes. The Assemblies of Councillors record must contain the following information:

- a. the names of all Councillors and Council staff at the meeting
- b. a list of the matters considered
- c. any conflict of interest disclosed by a Councillor
- d. whether a Councillor who disclosed a conflict left the room.

10. Review of Document

The Terms of Reference document will be formally reviewed every three years however a member of the Committee can request an amendment in a formal motion.

The review of the Terms of Reference will occur on the anniversary of the establishment of the Committee which will be February.